

# BUILDING DIVISION

PHONE: 954.797.1111 • FAX: 954.797.1086 • WWW.DAVIE-FL.GOV

## MOBILE HOME CHECKLIST

**We require 2 sets of plans/surveys Packaged and stapled together**

### Required

- \_\_\_\_\_ Copy of contract if submitted by a contractor.\*
- \_\_\_\_\_ Print out from the Broward County Property Appraisers Office (**WWW.BCPA.NET**)
- \_\_\_\_\_ PROOF OF OWNERSHIP (Deed or current Tax Bill or Attach Lease Information)
- \_\_\_\_\_ **Zoning** Surveys must show all easements and encumbrances. Work being done must be high lighted and have setbacks labeled. Gate locations must be shown
- \_\_\_\_\_ **Engineering** (Slab Provide drainage cross sections from top of slab to property lines include all dimensions, elevations and slopes show all views.)  
(Provide cross section of swale; must be a minimum of 3" in right away for drainage)  
Show utility easements on plans and location of driveways.  
Provide proposed F.F.E for unit  
Provide B.F.E on plans  
Provide Lowest Machinery elevations (each AC unit)  
Show location of water meter and sewer lateral.
- \_\_\_\_\_ **Structural** 2 Plans (Sealed by Architect/Struct Engineer)  
Mobile Home Forms and list State sewer or septic on application
- \_\_\_\_\_ **Electrical** application
- \_\_\_\_\_ **Plumbing** application
- \_\_\_\_\_ **Mechanical** application
- \_\_\_\_\_ Completed building permit application - Please note Plbg, Elect, Mech, are separate applications and must be notarized.
- \_\_\_\_\_ Contractors - A copy of all applicable licenses (Competency & Occupational) Insurance certificates for Workman's Comp and General Liability
- \_\_\_\_\_ Mobile Home Installation forms
- \_\_\_\_\_ Certificate of Elevation - From Surveyor  
Davie Impact Fee's - Paid at time of permitting  
Police Impact - \$196.06 \*  
Fire Impact - \$204.55 \*  
General Government \$81.64 \*  
Fire Rescue - This amt changes Monthly
- \_\_\_\_\_ Waste Management agreement form must be signed by the contractor and notarized.
- \_\_\_\_\_ Affidavit of Awareness Homeowners Association form must be signed by owner and notarized.\*
- \_\_\_\_\_ Plan check fee, see fee schedule item #13 required at time of submittal \*

\_\_\_\_\_ Contractors Signature

\_\_\_\_\_ Owner signature required if applying for an owner builder permit